



# Public Safety Facility Building Committee Regular Meeting

## Meeting Minutes

September 09, 2019

Building Comm. Members	Consultants	Guests/Public
<i>Fred Alden, Chief PD</i>		<i>Lillian Whitney</i>
<i>Mike Bussell, Chief FD</i>		<i>David Nadau</i>
<i>Mike Reggio</i>		
<i>Mark Haines</i>		
<i>Matthew Alford</i>		
Non-Voting Members		
<i>Anthony DiLuzio, Colliers</i>		
Adam Dalessio, Colliers		

Attendees are in bold, italic

Item #	Description	Responsibility	Due	Status
<i>mm.dd.yy.##</i>	<i>Owner/Client</i>	<i>Abbreviation</i>	<i>Date</i>	<i>Ongoing/Closed</i>
<i>09.09.19.01</i>	<i>M. Reggio called the meeting to order on September 09, 2019 at 6:17PM. Committee members in bold italic above were present.</i>	<i>Record</i>		<i>Closed</i>
05.06.19.03	OPM Contract M. Reggio and R. Hanson met with DiLuzio to review the contract terms and fee associated with the advertised tasks. It was agreed that the phase 1 scope would conclude with the preparation of bid documents but not the actual bidding services as was initially described in the RFQ. Both parties agreed to the terms and condition of the Owner-OPM agreement. DiLuzio to edit the phasing and scope to allow for future additional services pending project funding	<i>Colliers</i>	<i>9/30</i>	Open

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	<p>and authorization. DiLuzio to submit edits and work with R. Hanson to complete the contract process.            7/08 DiLuzio to follow up with R. Hanson and K-P Law as to status  <b>09/09 The Committee as previously recorded selected Colliers Project Leaders as its OPM for the Public Safety Project. Colliers will work with the Town Administrator and legal counsel to finalize the contract by the end of September.</b></p>			
05.06.19.05	<p>Known Consultants, Participants            No current consultants. Committee suggested Colliers reach out to the town's "energy" committee as they will like have some review and project considerations.            Colliers to communicate and report back.            6/17 No update, push to end of July  <b>9/09 October would be a good time to engage the energy committee in early discussions.</b></p>	Colliers	7/30/19	Open
05.06.19.07	<p>Tours of Other Facilities            Hold this until we get further along.</p>			Open
07.15.19.01	<p>Meeting was called to order at 6:00 PM            Mike Reggio            Mark Haines            Chief Fred Alden            Matt Alford            Chief Mike Bussell- Absent            Public- Kathy Panagiotis            Reference Checks-            Caolo and Bieniek- Very positive reviews all around.            Tecton- Good architecture, bad GC in one case; worked through it. Good overall references.            HKT- Strong references as architecture firm;            Will recommend we schedule all three firms for interviews.            Questions to be developed- HVAC; Lock-up and Dispatch (operational efficiency)            Suggest we send possible questions around and wordsmith as well as ask Tony if he has any canned questions that have been used in the past.            Motion to meet next Monday, 7/22 to do all 3 interviews starting at 6PM. Colliers to coordinate with candidates            Public Comment-            Keep questions consistent across the 3 candidates to avoid bias.            Will post a meeting for Tuesday 7/23 in case we need to deliberate more than we can fit into Monday night.            Motion to adjourn, seconded and approved- adjourned at 7:03 pm.</p>			

<u>Item #</u>	<u>Description</u>	<u>Responsibility</u>	<u>Due</u>	<u>Status</u>
07.22.19.01	<p>Building Committee Minutes Meeting minutes for July 8 not distributed. Hold for future meeting.</p> <p><i>9/9 Meeting minutes from July 8 distributed. M. Alfond motioned to accept the minutes, seconded by M. Haines, hearing no discussion the motion passed unanimously.</i></p> <p><i>9/9 Meeting minutes from July 22, 2019 distributed. M. Alfond motion to accept the minutes, seconded by M. Haines, hearing no further action the motion passed unanimously.</i></p> <p><i>9/9 Meeting minutes from September 3, 2019 distributed. M. Haines motion to accept the minutes, seconded by M. Bussell, hearing no further action the motion passed unanimously.</i></p>			Open
09.09.19.02	<p><i>Committee discussed creating section of the Town's Project website for "Frequently Asked Questions" (FAQ's) many of these are germain from community to community and will be addressed several times over the life of the project.</i></p> <p><i>Colliers to work with the Webmaster to see how best to receive questions, post documents and provide updates.</i></p>	Colliers	9/30	Open
09.09.19.03	<p><b>Adjournment</b> <i>With no further business to conduct M. Alfond motioned to adjourn at 6:59PM; seconded by M. Haines, hearing no further discussion the meeting adjourned.</i></p>	Record		
	<b>Budget</b>			
07.08.19.01	There were no invoices or contracts at this time.			Record
	<b>Designer Selection</b>			
07.22.19.01	<p>M. Reggio called the meeting to order at 6:00PM There were no meeting minutes, invoices or general business of the committee. Interviews of HKT, Tecton, and Caolo &amp; Bieniek were conducted in 40 minute interval with each team giving a 20 minutes presentation followed by 20 minutes Q&amp;A. Each firm presented their teams similar relevant experience and discusses the specific of Ashby's project and proposed location. Each firm was asked the same questions by the committee members. M. Alfond motion to rank the candidates</p> <ol style="list-style-type: none"> <li>1. Caolo &amp; Bieniek Associates (CBA)</li> <li>2. Tecton Architects</li> <li>3. HKT Architects</li> </ol> <p>The motion was seconded by M. Haines.</p>			<b>CLOSED</b>

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	<p>Discussion: The committee debated the pros and cons of each firms presentation, past work and team members. Tecton and CBA had significantly more experience with this project type. CBA presented a strong understanding of the project budget and physical constriants withmany similar proejects complete for communities with similar demographics.</p> <p>Hearing no further discussion the motion passed unanimously. The meeting was motioned and seconded adjourning at 10:05PM</p> <p><b>9/9The Committee ranked Caolo &amp; Bieniek Associates as it top ranked firm. Colliers, M. Reggio and the Town Administrator will work through the Fee/scope negotiation to finalize the contract.</b></p>			
<b>09.09.19.01</b>	<b>Colliers, to work with Reggio and the Town Administrator to negotiate the contract with Caolo &amp; Bieniek Associates (CBA). Colliers distributed CBA's intitial fee proposal for the committees consideration.</b>	<b>Colliers</b>	<b>9/30</b>	<b>Open</b>
<b>Schedule</b>				
05.06.19.01	<p>30 Day look-a-head</p> <p><b>Committee discussed key dates;</b></p> <p>5/20 OPM contract finalized</p> <p>5/20 RFQ for Designer accepted</p> <p>5/22 Advertise for Designer RFQ</p> <p>6/5 Designer Pre-qual Briefing</p> <p>6/17 Designer Quals Due</p> <p>6/17 Note Date changes below</p> <p>7/8 <del>7/4</del> Short list designers for interview</p> <p>7/15 Designer Interviews (times TBD)</p>	<b>Info</b>		<b>Closed</b>
07.08.19.01	<p>The committee received 6 qualification submissions for Designer Services. Each member discussed their opinion of the qualification submission as it pertained to the qualification ratings outlined in the RFQ.</p> <p>Qualifications were received from</p> <p>TBA Architects</p> <p>DiGiorgio Associates</p> <p>HKT Architects</p> <p>Tecton Architects</p> <p>Caolo &amp; Bieniek Associates</p> <p>Galante Architecture Studio</p> <p>Based on the criteria for selection the top 3 candidate are Tecton, Caolo&amp;Bieniek, and HKT. The committee agreed to check references over the next week. M. Alfond Motion to conduct references and reconvene on July 15, 2019 to confirm the firms for interviews to be held on July 22, 2019. Motion was seconded by Chief Alden, hearing no further discussion the motion passed unanimously.</p>			<b>Closed</b>

<u>Item #</u>	<u>Description</u>	<u>Responsibility</u>	<u>Due</u>	<u>Status</u>
	Colliers to post meetings and agendas for July 15 <sup>th</sup> and 22 <sup>nd</sup> .			
<b>09.09.19.01</b>	<b><i>Colliers distributed an updated schedule showing the delay as a result of the second round of OPM procurement. The end result is the project lost effectively a month of designer negotiations, and the procurement of Survey and Geotechnical procurement. Committee asked that Colliers work with the Town's IT to put the schedule up on the project website</i></b>	<b>Colliers</b>	<b>9/16</b>	<b>Open</b>
<b>Site Investigation Activities</b>				
05.06.19.01	Site Survey Discuss timing and procurement process. Meets, Bounds, Topo, Dig-safe, utilities, set-backs, easements etc. This procurement will occur after the Designer RFQ is out. 6/3 Colliers to prepare draft RFP for Survey services for upcoming meeting. <b>9/9 Colliers to update RFP with new dates and review with the committee at the next meeting</b>	<b>Colliers</b>	<b>9/16</b>	<b>Open</b>
05.06.19.02	Geo-Tech RFP required, study geology, site make-up, water table, ledge, native soils and bearing capacity. Required information for structural design and foundations. This procurement will occur after the designer RFQ is out 6/3 Colliers to prepare draft RFP for Survey services for upcoming meeting. <b>9/9 Colliers to update RFP with new dates and review with the committee at the next meeting</b>	<b>Colliers</b>	<b>7/1/19</b>	<b>Open</b>
05.06.19.03	Building Haz-Mat. Existing materials at current Fire Station or Police Station Police Station not part of this process. Chief Bussell to review any records available for the FD 6/3 No update	<b>Bussell</b>	<b>5/20/19</b>	<b>Open</b>
<b>09.0919.01</b>	<b><i>M. Reggio advised htat he has developed a possible site plan that he would like to present to the committee prior to having the engineering team engaged. M. Reggio to present at the upcoming meeting.</i></b>	<b>Reggio</b>	<b>9/16</b>	<b>Open</b>
<b>Permitting</b>				
05.06.19.01	Planning 2nd & 4th Wednesdays 7:30 PM Colliers to make contact and introductions	Colliers	5/20/19	Open
05.06.19.02	ZBA	Colliers		Open

<u>Item #</u>	<u>Description</u>	<u>Responsibility</u>	<u>Due</u>	<u>Status</u>
	Hold pending discussion with Planning Bd			
05.06.19.04	Conservation Commission. 1rst & 3rd Wednesdays 7:30 PM <a href="mailto:conscom@ci.ashby.ma.us">conscom@ci.ashby.ma.us</a> Colliers to make contact and introductions	Colliers		Open
05.06.19.04	Energy Efficiency Committee Hold for future conversation.	Record		
<b>Public Comment</b>				
06.03.19.01	Kathy Panagiotes asked if the committee was to have a representative from the Finance Committee as a member. Committee members had been appointed by the Board of Selectmen and at present does not include Fin Com. M. Reggio indicated that Fin Com members are typically allowed to sit on other boards or committee. Committee members are welcome to attend and comment as residents. <i>6/17 No update at this time.</i>	Info		
<i>09.09.19.01</i>	<i>L. Whitney asked if anyone had knowledge of State Programs or State Requirements for the Design of Public Safety Facilities. M. Reggio advised that as a municipal project state requirements would not apply. The committee has chosen an architect and OPM that have significant experience in this building type.</i>	<i>Info</i>		
<i>09.09.19.02</i>	<i>D. Nadau asked if the OPM and Designer were part of the \$540,000.00 appropriation. M. Reggio advised that the included budget for OPM and architect. M. Reggio advised that the architect proposal is not available for public distribution at this time as it is a contract under negotiation, once finalized the design contract would be part of the public record.</i>	<i>Info</i>		
<i>09.09.19.03</i>	<i>D. Nadau asked for clarification of the proposed addition/renovation versus new building study. M. Reggion advised that the early stage services of the design firm would be to look at both options. This will allow for a study of both options with cost and schedule impacts. Renovations and additions to the existing station may result in cost for temporary facilities for the continued operation of the Fire Department.</i>	<i>Info</i>		



**Next Meeting**

**The next meeting will be: Monday, September 16, 2019, at 6:00PM Ashby Town Hall**

These minutes are intended to reflect the important issues and action items as discussed at the meeting on the referenced date. If there are any discrepancies, please respond by email to Anthony.Diluzio@colliers.com within one week of the publication.